

Operations Manual for the Regional Committee/Sub-Committee for the Welfare of Children (RCWC/RSCWC)

I. Introduction

The Council for the Welfare of Children (CWC) as the lead advocate and monitor of child rights protection and promotion in the country, is purposively working towards strengthening its network for the advancement of its core organizational commitments and translating into action its vision of attaining a Child Friendly Philippines: A Caring and Protective Society for, by and with Children. One major challenge in the realization of this vision is to put in place a strong functional multi-level mechanism that will deliberately pursue efforts towards the attainment of this vision to as wide a coverage as it can reach down to the grassroots level.

The Regional Committee/ Sub-Committee for the Welfare of Children (RC/SCWC) is the major counterpart structure of the CWC at the sub-national level and serves as the critical link between the national and local government. As a governance structure, it provides direct assistance to LGUs and is accountable to both the Regional Development Council (RDC) and the Council for the Welfare of Children. It also promotes and enhances regional coordination and harmonization of efforts for the protection and well being of children.

Consistent with the new directions and organizational transformation being instituted within CWC to effectively respond to its long term goal of becoming “the recognized lead advocate and monitoring body for child rights”, there is an urgent need to re-align the roles and functions of its counterpart structure at the regional level, the RC/SCWC. This re-aligning process necessitated an in-depth assessment of the performance of the current structure to identify its strengths and weaknesses, revisit its roles and functions so that new and appropriate strategies could be formulated to respond to the new thrusts and directions of CWC.

In response to said identified need, a series of regional workshops were conducted in the latter part of 2013 and early 2014 primarily to do the twin processes of in-depth assessment of performance and purposive re-strategizing process of 16 out of the 17 RC/SCWCs of the country. The ultimate goal of both processes was to strengthen the regional body individually and collectively to ensure that advocacy and mainstreaming of child rights into the development process happens, be sustained and institutionalized at the LGU level.

One other reason why CWC proceeded with the sixteen regional workshops was that it wanted to directly respond to the DILG findings in 2012 on the low level of functionality of the local councils for the protection of children (LCPCs) including the barangay councils for the protection of children (BCPCs) and to the recommendation raised by the Alcanz study, also done in 2012 for the need to strengthen and utilize LCPCs as venue for child rights promotion and protection.

One significant finding that surfaced during the in-depth assessment was the reality that most RCWC/RSCWC meetings are attended mainly by technical staff representing their respective Principals thus transforming the said Committees/Sub-Committees into implementing arms rather than policy and decision-making bodies. As such, it is safe to assume that all existing RCWCs and RSCWCs are performing the dual role of both policy and decision making and

operating as a Technical Working Group doing actual planning, implementation and monitoring functions. The unintended but positive consequence of this arrangement is that policy decisions and actions are facilitated only if the Principals (meaning the defined official member per RDC Resolution) provide adequate support to their officially designated representatives to the Committee or Sub-Committee.

Given the above reality, it was recognized that the designation of Focal Persons who are themselves specialists in their own fields of expertise was crucial. Special mention was made for the DSWD Focal Person to be able to make the RCWC/RSCWC agenda relevant and interesting to all members. As such it was strongly recommended that they be given training and skill to manage the meetings in a business-like manner to get maximum benefit from the presence of partners. Thus the birth of the RC/RSCWC Operations Manual. All 6 Committees and 10 Sub-Committees recommended the formulation of a Manual of Operations for this regional body to serve as the basic guide for all members, be they old or new in the organization, so they know where and how to start and sustain interest in child rights promotion and protection at various administrative levels. This Manual aims to provide the “how tos” in organizing, coordinating and sustaining the interest and enthusiasm of all members to carry out their mandated functions.

II. What is an Operations Manual?

Every business, every organization, no matter how small, needs to have standards, policies and procedures to make it run smoothly, efficiently and effectively. The Cambridge Business English Dictionary defines operations manual “as the authoritative guidebook of how things are done in one’s business. It serves as a vehicle for the business owner to effectively communicate company policy and procedures, and gives his employees the independence and security they need to operate in their jobs for maximum results. It is a document that describes in detail the processes and systems that a company uses to produce its goods and provide its services.”

In the case of the RCWC/RSCWCs, it is important to have a written system in place for all members to read, be they old or new in the organization for them to understand every detail of how their Committee or Sub-Committee operates in order to produce the best results for the welfare of children in their respective regions.

Every operations manual is different but its basic content are the how-to-procedures and systems that will essentially map out exactly how things get done given the organizational mandate and the services it offers. This particular Operational Manual will proceed from its legal basis which spells out the structure and composition of the Committee or Sub-Committee as the case maybe, its functions and how the organization relates horizontally with other structures in the region, the roles and responsibilities of its officers and members and its vertical relationship with its local counterparts, the Local Councils for the Protection of Children (LCPCs) at the provincial, city, municipal and barangay levels. The last part of the Manual outlines the standard operating procedures of the RC/SCWC with accompanying discussions and samples where appropriate.

Appended to the main text of the document are seventeen (17) annexes which are basically intended to substantiate and put more meaning into the reasons behind the operations of the Committee or Sub-Committee.

III. Legal Basis of RCWC/RSCWC

The Philippines has an advance legal framework for the protection of children. Many landmark legislation and programs to address violence, sexual abuse and trafficking have been formulated in the last decade, which strengthen the protective framework for children and women in the Philippines.

Since 2003, a number of child protection, child-focused and child-related laws have been enacted in response to calls from the UN Convention on the Rights of the Child (UN CRC) for member-countries to comply to the standards it has set for the establishment and maintenance of a protective and child-friendly environment. (For more information on what the UN CRC is and how the Government of the Philippines had been responding to its calls for action, please see Annex A.) The complete list of child-focused and child-related laws as of October 2015 are in Annex B.

Interestingly for the Philippines, it already had its own Presidential Decree (PD) for the Protection and Development of Children, fifteen years before the UN CRC was ratified. PD 603 also known as the Child and Youth Welfare Code of 1974 outlines the role of the State and all its functionaries in the survival, development and protection of the country's children and youth.

Specifically for purposes of this Manual, Articles 205 to 208 of the said PD mandated the creation of the Council for the Welfare of Children (CWC) and spelled out its functions, one of which is the creation of structures to implement its mandate.

On July 22, 1987, Executive Order 233 was signed by President Corazon Aquino. This EO 233 redefined the role and organizational structure, powers and functions of CWC to include the power to organize and maintain necessary structures at the sub-national level to fully implement the objectives and provisions of PD 603. (See Annex C-1.)

On October 20, 1993, the CWC Council Board approved the Revised Guidelines on the Organization/Reorganization of the Regional and Local Sub-Committees for the Welfare of Children. (See Annex C-2)

On December 14, 1999, a Joint Resolution of NEDA and DSWD Regional Offices was passed declaring Regional Committees/Sub-Committees for the Welfare of Children as Special Committees of the Regional Development Councils (RDCs) with an added function to strengthen Local Committees for the Welfare of Children (LCPCs). (See Annex C -3.)

These four documents (PD 603, EO 233, CWC Council Board Guidelines and the Joint NEDA-DSWD Resolution) triggered the creation of RC/RSCWCs in sixteen (16) of the seventeen (17) regions of the country through a Resolution passed by their respective Regional Development Councils. The National Capital Region (NCR) has no RDC, thus making the creation of the NCR RCWC unique through a simple Terms of Reference (TOR) agreed upon by the Committee members during their organizational meeting. (See Annex C-4.)

IV. Structure and Composition of RCWC/RSCWC

Executive Order 233 clearly described the structure and identified the composition of the CWC, to wit:

Chair: Department of Social Welfare and Development (DSWD)

Members: Department of Education (DepEd)

Department of Health (DOH)

Department of Labor and Employment (DOLE)

Department of Justice (DOJ)

Department of Interior and Local Government (DILG)

Department of Agriculture (DA)

National Economic and Development Authority (NEDA)

National Nutrition Council (NNC)

Council for the Welfare of Children (CWC)

3 private individuals concerned with the welfare of children and youth with no dual role as a government employee and with at least one (1) being an active member of a legitimate youth organization

Secretariat: Council for the Welfare of Children

The joint NEDA and DSWD Resolution signed on December 14, 1999 explicitly stated that the regional body to be created under the umbrella of the RDC will be a replication of the CWC national structure, to wit:

Chair: The Director of the DSWD Regional Office

Members: The Regional Directors/Representatives of the same agencies mentioned above plus at least 3 NGO representatives, a youth representative, ABC Regional President and President of the Regional Mayor's League where and when there is one elected.

Secretariat: Department of Social Welfare and Development (DSWD) Regional Office

Both Executive Order 233 and the Joint NEDA and DSWD Resolution are silent on the provision of a Co-Chair or a Vice Chair for this regional committee/sub-committee. As such, the CWC national structure, cognizant of the different circumstances and political dynamics in the various regions of the country leaves the decision to the respective committees or sub-committees whether or not to elect a Vice Chair from among the identified official members to preside over Committee/Sub-Committee meetings and other activities where and when the Chair is not available.

For Regions without an elected Vice Chair and where the Chair cannot preside over a meeting that has already been arranged, current protocol of government on presiding officers shall be adopted, i.e. the highest ranking officer present from among the member-agencies shall preside over the meeting.

V. Functions of RCWC/RSCWC

The functions of the RCWC/RSCWC as spelled out in the legal bases can be grouped into four (4) major clusters:

FUNCTION NO. 1: ADVOCACY ON POLICIES AND PROGRAMS FOR CHILDREN TO LGUs, NGOs, PARTNERS, MEDIA AND STAKEHOLDERS IN THE REGION

FUNCTION NO. 2: COORDINATE THE PLANNING, IMPLEMENTATION, MONITORING AND EVALUATION OF POLICIES AND PROGRAMS FOR CHILDREN IN THE REGION

FUNCTION NO. 3: PROVIDE TECHNICAL ASSISTANCE (TA) to Local Councils for the Welfare of Children (LCPCs) Along the Following Areas:

- Agenda Setting and How to Conduct Productive Meetings
- Establishment and management of local data bank on children
- Formulation of the Local State of the Children Report (LSCR)
- Development of a Child Protection Policy
- Formulation of Local Code for Children (LCC) and/or Local Ordinances for Children
- Preparation of Project Proposals for Children
- Institutionalizing child participation in the LCPC
- Localizing /Mainstreaming the National Plan of Action for Children (NPAC)
- Monitoring the Local Plan of Action for Children
- Strengthening and Sustaining LCPCs
- Documentation and Replication of Good Practices

FUNCTION No. 4: PROVIDE STATUS REPORTS to SDC/RDC/ RPDEB/MMDC and CWC

Indicators of RC/SCWC Functionality

Cognizant of the major role of the RC/SCWC as advocate, coordinator and provider of technical assistance as well as monitoring and reporting body on the implementation of child rights policies, plans, programs and projects being implemented in the region, there is a need to have measurable indicators for its functionality.

To guide the RCWC/RSCWC in carrying out its functions efficiently and effectively, Table 1 presents the recommended programs, projects and activities (PPAs) the Committee/Sub-Committee could do under each function including the expected results and verifiable performance indicators. These recommendations were the product of three island cluster consultative conferences with the 17 RC/SCWC Chairpersons, the focal persons from DSWD, DILG, NEDA, DepEd and DOLE done in August, September and October 2015. Being recommendatory in nature, these PPAs, could however, be modified, enriched, enhanced or adjusted depending on the need of the region as they progress in their work towards child rights protection and promotion. The recommended measures of performance are likewise indicated.

Table 1. RCWC/RSCWC Functions and Functionality Indicators

FUNCTION NO. 1: ADVOCACY ON POLICIES AND PROGRAMS FOR CHILDREN TO LGUs, NGOs, PARTNERS, MEDIA AND STAKEHOLDERS IN THE REGION		
Programs/Projects/Activities (PPAs)	INDICATORS and Measures of Performance (RESULTS)	Means of Verification
1. Organization and Capacity Building of a Pool of Child Rights Advocates in the Region	<ul style="list-style-type: none"> • Designation and Training of Pool Advocates from member-agencies (Satisfactory) • Lobbying for the inclusion of Children’s agenda in the Social Development Committee of the Regional Development Council (RDC), the Regional Planning, Development and Economic Board (RPDEB) of ARMM, the Local Development Councils (LDCs) of respective LGUs and the Metro Manila Development Council (MMDC) of the National Capital Region (NCR) (Very Satisfactory) • Resolutions approved , endorsed and adopted by respective development councils/committees (Outstanding) 	<ul style="list-style-type: none"> • Special designation of members of the Pool of Advocates • Training module and list of participants trained • End-of-Training Report • List of Issues elevated for resolution and number of times children’s issues are included in the SDC/RDC/RPDEB/LDC agenda • Copies of Resolutions approved, endorsed and adopted by SDC/RDC/RPDEB/LDC/ MMDC
2. Advocacy on Policy Using Quad Media	<ul style="list-style-type: none"> • Number and nature of advocacy activities/initiatives undertaken in partnership with quad media <ul style="list-style-type: none"> ➢ 1 per quarter – Satisfactory ➢ 2 per quarter – Very Satisfactory ➢ 3 or more per quarter -Outstanding 	<ul style="list-style-type: none"> • Reports, attendance sheets, photo documentation • Airing/showing of child-rights related radio/TV plugs and programs • Schedule of radio/tv guestings • Write-ups and features articles on child rights concerns and issues done and circulated by regional/ local media

<p>3. Resource Mobilization with LGUs and NGOs</p>	<ul style="list-style-type: none"> • Number and percentage of provinces and cities that integrate children's issues in the Executive-Legislative Agenda of the LGU <ul style="list-style-type: none"> ➤ At least 5 % of provinces and cities - S ➤ 6 to 10 % of provinces and cities - VS ➤ More than 10% of provinces and cities in the region – O • Number and percentage of LGUs with increased budget on children <ul style="list-style-type: none"> ➤ At least 5 % of LGUs - S ➤ 6 to 10 % of LGUs - VS ➤ More than 10 % of LGUs – O • Number of conferences, round table discussions, fora, and other activities related to resource mobilization conducted <ul style="list-style-type: none"> ➤ 1 per quarter – Satisfactory ➤ 2 per quarter – Very Satisfactory ➤ 3 per quarter - Outstanding • Number and name of NGOs extending support to RSCWCs for the year (bonus point) 	<ul style="list-style-type: none"> • List of children's issues integrated in the Executive Legislative Agenda of the LGUs • Percent increase in budgetary allocation for children reflected in the Annual Budgets of LGUs • Activity Report, Minutes of meetings with LGUs and their respective Sanggunian • Pledge of support/ Commitment from LGUs/NGOs
<p>4. Advocacy for wider LGU participation in Child Friendly Local Governance (CFLG)</p>	<ul style="list-style-type: none"> • Number of advocacy activities done re. CFLG <ul style="list-style-type: none"> ➤ 1 per quarter – Satisfactory ➤ 2 per quarter – Very Satisfactory ➤ 3 per quarter - Outstanding • Number of LCEs reached <ul style="list-style-type: none"> ➤ 1 per quarter – Satisfactory ➤ 2 per quarter – Very Satisfactory ➤ 3 per quarter - Outstanding • Increased number of LGU CFLGA Passers/SCFLG Conferees <ul style="list-style-type: none"> ➤ At least 5 % of LGUs - S ➤ 6 to 10 % of LGUs - VS 	<ul style="list-style-type: none"> • Reports, minutes of meetings, letters to LGUs • List and address of LCEs reached and mode of reaching them • List of LGU CFLGA Passers • List of SFLGA Conferees

	➤ More than 10 % of LGUs – O	
<p>5. Celebration of special events on children</p> <ul style="list-style-type: none"> • National Children’s Month • National Awareness Week on the Prevention of Child Sexual Abuse • Other special events on children • Conduct of Regional Children’s Conference/ Congress 	<ul style="list-style-type: none"> • Number and list of special events on children celebrated with multi-stakeholders participation at the regional level <ul style="list-style-type: none"> ➤ At least 4 events within the year - S ➤ 5 to 10 events within the year - VS ➤ More than 10 events within the year - O • Number and list of LGUs celebrating special events on children <ul style="list-style-type: none"> ➤ At least 5 % of LGUs - S ➤ 6 to 10 % of LGUs - VS ➤ More than 10 % of LGUs – O • Annual Regional Children’s Conference/Congress conducted with Resolutions Passed - Outstanding 	<ul style="list-style-type: none"> • Photo documentation, attendance sheets, activity reports • Conference Program • Number and Directory of participants by category: LCEs, parents, teachers, service providers, NGOs, children’s organizations, LCPC members, etc. • Signed Resolutions/ Declarations
FUNCTION NO. 2: COORDINATE THE PLANNING, IMPLEMENTATION, MONITORING AND EVALUATION OF POLICIES AND PROGRAMS FOR CHILDREN IN THE REGION		
Programs/Projects/Activities (PPAs)	INDICATORS and Measures of Performance (RESULTS)	Means of Verification
1. Conduct of Regular Meetings	<ul style="list-style-type: none"> • Emerging/Pressing issues on children identified, discussed and resolved in RC/SCWC meetings <ul style="list-style-type: none"> ➤ At least 4 meetings conducted within the year presided by the RC/SCWC Chairperson - S ➤ At least 1 concern discussed and addressed per meeting – VS ➤ All issues/concerns discussed and resolved every meeting – O • Complete Documentation and Follow-up on Agreements in Meetings <ul style="list-style-type: none"> ➤ All meetings documented – S ➤ All meetings documented and agreements followed-up – VS ➤ All meetings documented, 	<ul style="list-style-type: none"> • Minutes of Meetings • Number and list of children’s issues raised and acted upon with dispatch by the RC/SCWC • Number and inventory of RC/SCWC resolutions passed and elevated to SDC/RDC/ RPEDB/MMDC and/or CWC, and other appropriate agencies

	<p>agreements followed-up and status reports documented and shared on time - O</p>	<p>or entities for decision and action</p> <ul style="list-style-type: none"> • Annual RSCWC Agenda Forecast
<p>2. Establishment of Data Bank on Children</p>	<ul style="list-style-type: none"> • Updated Regional Data Bank on children <ul style="list-style-type: none"> ➢ Agency-specific data bank on children available – S ➢ Integrated Regional Data bank on children available – VS ➢ Data bank being used for planning and policy making purposes - O • No. of agencies/organizations/partners utilizing data on children <ul style="list-style-type: none"> ➢ 5% of RC/SCWC Members have updated agency-based data - S ➢ 6 to 10% of RC/SCWC Members have updated agency-based data - VS ➢ More than 10% of RC/SCWC Members have updated agency-based data being used for planning and policy-making purposes - O 	<ul style="list-style-type: none"> • Required and updated data on children available anytime when needed by agencies and organizations working with and for children • Reports utilizing the data from the data bank
<p>3. Facilitate representation/ participation of a child representative in the RC/SCWC</p>	<ul style="list-style-type: none"> • All RC/SCWCs have a child representative in their respective Committees/ Sub-Committees <ul style="list-style-type: none"> ➢ Selection criteria & process discussed in RC/SCWC and disseminated to the public – S ➢ Selection process perfected – VS ➢ Selected child representative participates in all RC/SCWC undertakings – O 	<ul style="list-style-type: none"> • RC/SCWC Resolution identifying/ acknowledging child representation in the RC/SCWC • List of Child Representatives per region/per province and per city within the region
<p>4. Monitor the Functionality of LCPCs and BCPCs</p>	<ul style="list-style-type: none"> • Inter-Agency Monitoring Task Force (IMTF) organized and made functional per DILG Memo Circular No. 2008 - 126, dated August 21, 2008 <ul style="list-style-type: none"> ➢ IMTF organized and made functional - S ➢ Regular Monitoring of BCPC and LCPC Functionality Undertaken – VS ➢ Increase in Number of BCPCs and LCPCs made Functional as a result of 	<ul style="list-style-type: none"> • Updated inventory of functional BCPCs and LCPCs

	IMTF Monitoring - O	
5. Monitoring the Implementation of the NPAC, Implications of the CFLGA Results/Findings, and Other RC/SCWC Activities with Partner Agencies	<ul style="list-style-type: none"> • Discussion of children’s issues and concerns with policy and program implications ➤ Status Reporting on results of NPAC Monitoring Activities included in the agenda of every meeting – S ➤ One (1) critical issue discussed and resolved per year – VS ➤ Two (2) or more issues/concerns discussed and resolved per year – O 	<ul style="list-style-type: none"> • Results /Findings from NPAC Monitoring Reports • Implications of CFLGA Findings on LGU Operations • Status Reports of Partner Implementers on Assignments given during regular RC/SCWC Meetings
6. Adoption and Monitoring the Implementation of National Policies and Issuances on Children	<ul style="list-style-type: none"> • National policies and issuances on children discussed and adopted during SDC/RDC/ RPDEB/MMDC Meetings with Corresponding Resolutions e.g. NCPWG and RCPWG ➤ New policies and issuances included in the agenda of at least one SDC/RDC /RPDEB/MMDC meeting within the year- S ➤ At least 1 resolution to support and implement national policies and issuances on children passed by the above entities within the year – VS ➤ Resolution adopted and implemented within the year -O 	<ul style="list-style-type: none"> • Resolutions adopting and implementing said national policies at the regional level • Status Report on the implementation of Resolutions passed
7. Adoption and Monitoring the implementation of Regional Policies and Issuances on Children	<ul style="list-style-type: none"> • Regional State of Children Report discussed at the SDC/RDC/ RPDEB/ MMDC level ➤ Presentation of the Report to the SDC/RDC/ RPDEB/MMDC as the case maybe - S ➤ Adoption of a Resolution accepting and expressing support to the recommendations of the RSCR - VS ➤ Implementation of the Recommendations in the RSCR - O 	<ul style="list-style-type: none"> • Updated Regional State of Children Report (RSCR) • Resolution of Adoption and Support • Monitoring Reports
8. Annual Assessment of Performance and Work Planning	<ul style="list-style-type: none"> • Annual workshop conducted before the end of the year for the twin purposes of performance assessment for the year ending and work and financial planning for the ensuing year ➤ Activity given a budget allocation – S 	<ul style="list-style-type: none"> • Annual Performance Assessment Report for the year ending • Annual Work and Financial Plan for the ensuing year with

	<ul style="list-style-type: none"> ➤ Activity conducted and produced desired outputs – VS ➤ Assessment Results used as basis for WFP formulation and WFP allotted a budget for the ensuing year - O 	budget allocation for identified activities
FUNCTION NO. 3: PROVIDE TECHNICAL ASSISTANCE (TA) to Local Councils for the Welfare of Children (LCPCs) Along the Following Areas:		
Programs/Projects/Activities (PPAs)	INDICATORS and Measures of Performance (RESULTS)	Means of Verification
1. Agenda Setting and How to Conduct Businesslike and Productive Meetings	<ul style="list-style-type: none"> • Regular and business-like meetings conducted by provinces and cities in the region <ul style="list-style-type: none"> ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O • Meetings properly documented and stored for easy retrieval <ul style="list-style-type: none"> ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10 % of provinces & cities - O • Meeting agreements carried out as designed <ul style="list-style-type: none"> ➤ At least 5 % of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O 	<ul style="list-style-type: none"> • Minutes of Meetings • Status Report on Agreements/ Assignments in Meetings
2. Establishment and management of local data bank on children	<ul style="list-style-type: none"> • Number and percentage of provinces and cities with local data bank on children <ul style="list-style-type: none"> ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O 	<ul style="list-style-type: none"> • Inventory of provinces and cities with local data bank on children
3. Formulation and Delivery of the Local State of the Children Report (LSCR)	<ul style="list-style-type: none"> • Number and percentage of provinces and cities with LSCR and delivered by LCE <ul style="list-style-type: none"> ➤ At least 5% of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS 	<ul style="list-style-type: none"> • Inventory of provinces and cities with LSCR • Copies of LSCR delivered and stored

	<ul style="list-style-type: none"> ➤ More than 10% of provinces & cities - O 	
4. Development of a Child Protection Policy	<ul style="list-style-type: none"> • Number and percentage of provinces and cities and partners oriented on the development of a Child Protection Policy ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O 	<ul style="list-style-type: none"> • Attendance Sheet • Activity Report • Highlights of the Orientation Meeting
5. Formulation of Local Code for Children (LCC) and/ or Local Ordinances for Children	<ul style="list-style-type: none"> • Number and percentage of provinces and cities with LCC and/or Local Ordinances for Children ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O 	<ul style="list-style-type: none"> • Copies of LCC and/or Local Ordinances for Children
6. Preparation of Project Proposals for Children	<ul style="list-style-type: none"> • Number and List of provinces and cities with Developed Project Proposals ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10 % of provinces & cities - O • Number and List of Project Proposals Funded and Implemented by provinces and cities ➤ At least 5% of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O 	<ul style="list-style-type: none"> • Inventory of Project Proposals by province and by city • Inventory of Project Proposals Funded and Implemented by province and by city
7. Institutionalizing child participation in the LCPC	<ul style="list-style-type: none"> • Number and percentage of provincial and city LCPC with child participation mechanism ➤ At least 5 % of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O • Number and percentage of provincial and city LCPC with child representative 	<ul style="list-style-type: none"> • Report on LCPC Child Participation Mechanism adopted by the LGU • LCPC Organizational Structure Report

	<ul style="list-style-type: none"> ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O <ul style="list-style-type: none"> • Number and percentage of provincial and city LGU with children initiated and/or managed activities <ul style="list-style-type: none"> ➤ At least 5 % of provinces & cities - S ➤ 6 to 10 % of provinces & cities - VS ➤ More than 10% of provinces & cities - O 	<ul style="list-style-type: none"> • LCPC Work and Financial Plan
8. Localizing /Mainstreaming NPAC	<ul style="list-style-type: none"> • Number and percentage of provincial and city LGUs that mainstreamed NPAC in the LGU Comprehensive Development Plan <ul style="list-style-type: none"> ➤ At least 5% of provinces & cities – S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O <ul style="list-style-type: none"> • Number and percentage of provincial and city LGUs with local development and investment plan for children <ul style="list-style-type: none"> ➤ At least 5% of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O 	<ul style="list-style-type: none"> • Comprehensive Development Plan of the LGU • Annual Local Investment Plan for children
9. Strengthening and Sustaining LCPCs	<ul style="list-style-type: none"> • Number and percentage of provincial and city LGUs with functional LCPCs <ul style="list-style-type: none"> ➤ At least 5% of provinces & cities - S ➤ 6 to 10% of provinces & cities - VS ➤ More than 10% of provinces & cities - O 	<ul style="list-style-type: none"> • DILG Monitoring Report
10. Documentation and Replication of Good Practices	<ul style="list-style-type: none"> • Number and percentage of LGUs with documented good practices on children as basis for replication <ul style="list-style-type: none"> ➤ At least 5% of provinces, cities and municipalities - S ➤ 6 to 10% of provinces, cities and municipalities - VS 	<ul style="list-style-type: none"> • Photo Documentation • Written Report

	➤ More than 10% of provinces, cities and municipalities - O	
FUNCTION No. 4: PROVIDE STATUS REPORTS to SDC/RDC/RPDEB/MMDA and CWC		
Programs/Projects/Activities (PPAs)	INDICATORS and Measures of Performance (RESULTS)	Means of Verification
1. Preparation and submission of Regular RC/SCWC Accomplishment Report	<ul style="list-style-type: none"> ➤ Firming-up of Content and Frequency of Reports to be Submitted – S ➤ Agreement on the Reporting Mechanism, Flow and Desired Action at every level where reports are submitted – VS ➤ Timely submission of required monitoring reports to appropriate agencies and entities for decision and action - O 	<ul style="list-style-type: none"> • Semestral and Annual Reports • NPAC Monitoring Reports • Special reports

VI. Roles and Responsibilities of Officers and Members

A. Responsibilities of the Chair

1. The Chair presides over quarterly regular and special meetings of the RC/SCWC and conducts these meetings in a businesslike manner.
2. He/She ensures the thorough preparation of a meaningful agenda that tackles issues and concerns of children in the region every meeting.
3. He/She ensures the faithful documentation of agreements during meetings and continually follows up implementation of said agreements.
4. He/She periodically monitors the movement of child-wellbeing indicators in the region and informs policy and decision makers where and when needed.
5. He/She is the primary accountable officer in sustaining the functionality of the RC/SCWC in his/her region.

B. Responsibilities of the Vice Chair

1. The Executive Order and the Joint Resolution of NEDA and DSWD relative to the creation of the RC/SCWC are silent on the appointment/ selection of a Vice Chair, but over time, some Regions saw the wisdom and need to have one with the **sole responsibility of presiding over meetings and activities where and when the Chair is absent.**
2. As this position is highly dependent upon the Region's need and unique circumstances, the decision to have one and the determination of the process of identification and election of a member to this position is left to the Region's respective Committee or Sub-Committee.
3. For Regions without an elected Vice Chair and where the Chair cannot preside over a meeting that has already been arranged, current protocol of government on

presiding officers shall be adopted, i.e. the highest ranking officer present from among the member-agencies shall preside over the meeting.

C. Responsibilities of the Members

1. All members, NGAs, NGOs, LCPC representatives shall be responsible for developing policies and programs that will improve the wellbeing of children in the region.
2. They shall jointly review annual committee/ sub-committee performance and prepare annual RC/SCWC work and financial plans that will coordinate their respective technical assistance and support initiatives for the strengthening of provincial and city LCPCs in their respective regions.
3. They shall jointly monitor the implementation of the plans, policies and programs they develop and ensure the adoption and dissemination of national laws, policies and programs at the regional and sub-regional levels.
4. As a Team they spearhead efforts to continually advocate for the protection and promotion of children's rights at all sub-regional administrative levels.
5. They contribute individually and collectively to the strengthening of the RC/SCWC through active participation in all Committee/Sub-Committee meetings and activities.

D. Secretariat of the RCWC/RSCWC and its Functions

The Executive Order and the Joint Resolution of NEDA and DSWD explicitly identified the DSWD Regional Office as the Secretariat of the RC/SCWC with the following functions:

1. Agenda setting and timely dissemination of calls for meetings to members;
2. Faithful recording of agreements during meetings and efficient documentation of all RC/SCWC undertakings;
3. Continually maintains and updates Regional Data Bank on children and all records of the Committee/Sub-Committee for easy reference;
4. Serve as the repository of all records pertinent to the Committee/Sub-Committee undertakings; and
5. Provide day to day administrative support to the RC/SCWC in all its programs, projects and activities (PPAs).

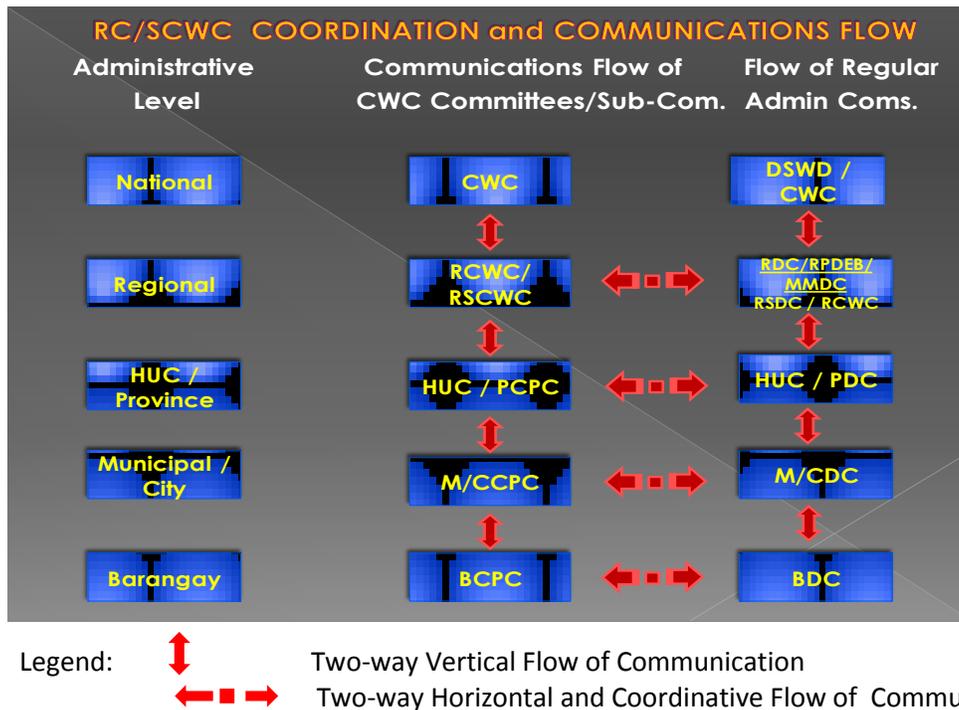
VII. Horizontal and Vertical Relationship of RCWC/RSCWC With Other Councils/Committees/ Specialized Working Groups on Children

A. Coordinative Relationship of RCWC/RSCWC with CWC, RSDC of RDC, RPDEB for ARMM and MMDC in the case of NCR and the LCPCs

This part of the Manual presents the Coordination and Communication Flow among the recognized existing bodies at national, regional and local levels. (See Figure 1.) The illustrative diagram shows a straightforward vertical upward and downward flow of communication and information among the different administrative levels of

government with the RCWC/RSCWC and its counterparts at both national and local levels maintaining a coordinative line of communication with their corresponding development councils at every level.

Figure 1: Proposed RCWC/RSCWC Coordination and Communications Flow



The Figure above shows the ideal flow of communications at all administrative levels of government using existing structures such as the Development Councils at the barangay, municipal, city, provincial and regional levels. All that the RCWC/RSCWC need to do is to link up with their respective RDC, RPDEB and MMDC counterparts if they want immediate policy decision and/or action on issues brought to their attention.

B. Relationship of RCWC /RSCWC with other regional committees/councils working with and for children

On July 12 and 13, 2012, the CWC convened the 2nd National Summit on Children participated in by representatives of all the inter-agency councils and committees working on children in the country. The Summit had three objectives: a) develop and adopt a system of collaboration and coordination between and among Councils and Committees working on children in the Philippines; b) debate on and officially adopt the “Child Friendly Philippines: a Caring and Protective Society for, by and with Children” as framework for advocacy and programming of all Councils and Committees on Children in the Philippines; and c) come-up with generic guidelines and outline in developing a child protection policy for all agencies. The output of the Summit was a declaration signed by all the participants to commit themselves to adhere to the following agreements:

1. Formulate and adopt a Memorandum of Agreement (MOA) with the different Councils and Committees recognizing the CWC as the overall coordinating body of all Councils and Committees on Children in the Philippines with the objective of improving the system of collaboration and coordination among said Councils and Committees;
2. Create a group to assess the current system for child rights promotion and child protection with the end in view of recommending an appropriate and viable structure to advance children's rights and well-being, including proposing an enabling legislation;
3. Adopt the framework Child Friendly Philippines: A Caring and Protective Society for, by and with Children; and
4. Enjoin all member agencies of inter-agency councils/committees (IACs) to develop and adopt their own child protection policy by January 2013 following the standards agreed upon by the participants.

Results of the Agreement:

1. The MOA has been formulated and signed by the Officially Designated Heads of the Councils, Committees and Agencies concerned. (See Annex D)
2. The CWC spearheaded the organization of the Convergence of Councils and Committees for Children (Four Cs) and came up with its own Strategic Action Plan in 2013.
3. The framework Child Friendly Philippines: A Caring and Protective Society for, by and with Children has been adopted as the battle cry of all regional and local councils for the protection of children.
4. Five national agencies and two NGOs have come up with their respective Child Protection Policies which are now properly disseminated and adopted down to their respective lowest administrative levels. (See Annex E for Sample of a Child Protection Policy.)

The first, third and fifth premises of the MOA explicitly spell out the strategic position of CWC as the center of coordination and collaboration among all the councils and committees on children. (See Annex D.) **In the same vein, the RC/SCWC and the LCPCS by extension, are likewise the center of action in orchestrating and harmonizing child rights protection and promotion at the regional and local levels. The ten (10) Councils, Committees and Technical Working Groups who agreed to the provisions of the MOA are: CWC, JJWC, IACACP, IACAT, CSPC, NCLC, NCCT, NCDA, ECCDC and IAC-VAWC.**

C. Relationship of RCWC/RSCWC with Local Councils for the Protection of Childre (LCPCs) at Provincial, City, Municipal and Barangay Levels

The Local Councils for the Protection of Children (LCPCs) created under MC 2002-121 of DILG are the counterpart Councils of the CWC and RC/RSCWCs at the provincial, city, municipal and barangay levels. (See Annex I – DILG MC 2002-121)

As such, the third key function of the RC/SCWC is the provision of technical assistance to its local counterparts to ensure consistency of messages delivered, policies and guidelines to be disseminated and programs, projects and services to be implemented to as wide a coverage as the committee/sub-committee could reach at all administrative levels.

Specifically, the areas where they are expected to provide technical assistance on are the following:

- Agenda Setting and How to Conduct Productive Meetings
- Establishment and management of local data bank on children
- Formulation of the Local State of the Children Report (LSCR)
- Development of a Child Protection Policy
- Formulation of Local Code for Children (LCC) and/or Local Ordinances for Children
- Preparation of Project Proposals for Children
- Institutionalizing child participation in the LCPC
- Localizing /Mainstreaming the National Plan of Action for Children (NPAC)
- Monitoring the Local Plan of Action for Children
- Strengthening and Sustaining LCPCs
- Documentation and Replication of Good Practices

As provider of technical assistance , the RC/SCWC is seen as a body composed of specialists from national government agencies and organizations assigned in the region who can link their local counterparts to national and regional assistance where and when appropriate.

To guide the national and regional specialists to provide the needed assistance, Samples of a Child Protection Policy, Local State of the Children Report, Local Ordinance and Documentation of Meetings and Actions Taken on Meeting Agreements are annexed to this Manual. (See Annexes E, F, G, H, J, K and L.)

Given the inter-agency nature and size of the committee/sub-committee, it is recognized that to be able to carry out effectively its function as a provider of technical assistance to LCPCs, it will work with and through their respective provinces and cities. Correspondingly, the provincial LCPCs and city LCPCs are expected to work with and through their respective municipal and barangay LCPCs. (For detailed discussion on how LCPCs operate, see separate Companion Document of this Operations Manual, **the LCPC Toolkit.**)

VIII. Standard Operating Procedures

A. Frequency of Meetings, Coordination, Agenda Setting, Protocol on Actual Conduct of Meetings, Documentation and Follow-up on Agreements

1. Frequency of Meetings

1.1 Regular Meetings shall be held quarterly and special meetings are called only when urgently needed.

1.2 The official call for meetings are to be issued by the Chair through the Secretariat at least two weeks before the actual date of the meeting to ensure attendance of officials desired or their permanent and alternate representatives.

2. Agenda Setting

- 2.1 Agenda items may be generated from various sources; from the Chair, the Members, the Secretariat or from interested and concerned citizens who have issues and protective concerns, services and projects for children in the region.
- 2.2 Call for Agenda items should be done at least two weeks before the meeting to ensure thorough preparation of technical reports and discussion papers needed in the meeting.
- 2.3 Number of agenda items should be determined by the nature of the issue to be discussed and the time allotted for each item of the agenda.
- 2.4 The Agenda Page should capture time allotment for every item to be discussed, the desired action/decision from the RC/SCWC, and the name of the topic discussant. (See Example of a correctly written Agenda Page of a two-and-a half hour Committee Meeting below.)

**Proposed Agenda of the 3rd CPC 6 Executive Committee (ExCom) Meeting for 2006
November 12, 2006 – 9:30AM**

NEDA Board Room

Time	Agenda Item	Desired Action	Presenter
	1. Preliminaries		
9:30-9:35	➤ Opening Remarks and Agenda Setting	Set the Tone for the Meeting	DDG Augusto B. Santos, NSC Chair
9:35-9:45	➤ Approval of the Proposed Agenda	For Approval	DDG Augusto B. Santos
9:45-9:55	➤ Review and Approval of the Highlights of Minutes of July 26, 2006 ExCom Meeting	For Approval	Ms. Jean C. Liquigan, Head, NEDA-PCMU
	➤ Status of Agreements Made in Previous Meeting	For Information	Ms. Jean C. Liquigan, Head, NEDA-PCMU
	2. Matters Arising from Previous Agreements		
9:55-10:45	2.1 Updates on Agreements in IAAC Meetings a. Health, Nutrition & HIV/AIDS b. Education c. CNSP d. LPID e. Communication	For Information	IAAC Chairs
10:45 -10:50	2.2 Updates on SR-MICS	For Information	Director Erlinda M. Capones of NEDA-SDS and Chair, SR-MICS Steering

10:50-10:55	2.3 Updates on the CPC 6 Web-Based Management Information System (MIS)	For Information	Committee Director Joe Montero of NEDA-PMS and Chair, Web-Based MIS Steering Committee
	3. New Business Matters		
10:55-11:25	3.1 Summary of Work Plans for 2007	For Discussion and Approval	Mr. Frederic Unterreiner, PME Officer, UNICEF
11:25-11:35	3.2 Status of MTR Preparations	For Information	Mr. Colin Davis, UNICEF, SPO
11:35-11:45	3.3 Content of CPC 6 Operations Manual	For Information and Distribution of Copies	Ms. Jean C. Liquigan, PCMU
	4. Other Matters		
11:45-11:50	4.1 Proposed Agenda and Date of Next ExCom Meeting	For Discussion and Approval	Ms. Jean C. Liquigan, PCMU
11:50-12:00	4.2 Closing Message	Call for Action on Agreements	Dr. Nicholas Alipui, UNICEF Country Representative

1. Protocol on Actual Conduct of Meetings

Business professionals waste an estimated 31 hours a month at unproductive meetings, according to Wolf Management Consultants, LLC. In order to minimize, if not entirely eliminate this wastage, Louise Balle of Demand Media recommends the following rules to be observed when conducting meetings. It is strongly recommended that these well-established rules be understood and adopted by the RC/SCWC officers and members to ensure a productive and efficient gathering of child rights advocates, policy and decision makers as well as frontline service workers.

Established Rules in the Conduct of Meetings

- 1.1 Have the Secretariat distribute the Agenda Folder at least two days before the meeting to enable members to study the technical documents in preparation for their meaningful participation in the meeting. If this cannot be done for some valid reasons, the Secretariat should see to it that Folders are distributed as the members walk in to register.

- 1.2 Call the meeting to order at the scheduled start time even if someone is running late. The late comers will have to catch up during or after the meeting is finished. If a member is regularly late, pull him aside to discuss the matter.
- 1.3 Respect the schedules of meeting participants and end the meeting on time as well. If topics cannot cover all of the points within the allotted time, move them to the agenda of the next meeting.
- 1.4 Summarize the purpose of the meeting and be clear with what needs to be accomplished at the very beginning. Then proceed with the first item in the agenda.
- 1.5 Follow the approved agenda closely and do not allow meeting participants to veer away from the order of issues to discuss.
- 1.6 Prohibit meeting participants from insulting, talking over, talking loudly, belittling or raising their voice to other members during the meeting. Handle diplomatically meeting participants who repeatedly violate these basic rules of conduct during meetings.
- 1.7 Transition to each new item on the agenda with finality and do not backtrack. Moderate the meeting if necessary by giving each member the go-ahead to speak his mind on the issue. Ask each person to limit her point to two minutes or less.
- 1.8 Leave time at the end of the meeting for a short question and answer session to clarify points of confusion during the meeting or to allow a particularly vocal participant who has a relevant and important point to voice his thoughts briefly.
- 1.9 End the meeting on a positive note that inspires action. Summarize agreements on what each member must do from this point forward to accomplish the goals and issues discussed.

2. Documentation and Follow-Up on Agreements

Documentation is an integral part of any activity. For meetings, conferences and workshops accurate documentation of proceedings, agreements and results of efforts done are of primary importance, hence the need for good documenting officers from the Secretariat.

To capture significant decisions and agreements in a meeting, it is best to present the highlights in a matrix with elements that reflect discussions, decisions and agreements made during the meeting. Following the sequence of the agenda items, the recorder/documenting officer then proceeds to sift through the long discussions, the substantive decision and/or agreement on each item of the agenda. The matrix should also capture the responsible office or staff to whom a task is assigned and the deadline when the assignment should be completed for reporting in the next meeting. (See Annex F for Sample of Highlights of Agreements in a Meeting.)

The Status of Agreements made in the previous meeting is a separate document that should be shared during the meeting. This document serves as a monitoring tool to determine completion and /or bottlenecks of implementation and to guide decision makers on their next move relative to identified specific concerns. As such, it should report clearly and accurately which tasks were successfully completed and which ones need new interventions or further follow-up. (See Annex G for Sample of Status of Agreements.)

For major decisions, major programs, projects and activities of the Committee/Sub-Committee, a separate document outlining the Summary of Actions Taken on that particular decision, program, project or activity should likewise be made a part of the Agenda Folder for every

member's information. In said report, the Results of all actions taken should be highlighted. (See Annex H Sample of Summary of Actions Taken on a Project, the Web-Based MIS of CPC 6.)

B. Budget and Funding Sources

The RC/SCWC can access five (5) sources of funds for its regular operations:

- 1. Regular budget of CWC and DSWD from the GAA.** The DSWD has, over the years been allocating part of its regular budget for the RC/SCWCs' regular meetings and other activities. The CWC has likewise been including in its annual regular budget a significant amount to support RC/SCWC operations and activities upon submission of their proposals and funding requests. Effective 2016 salaries of the RC/SCWC Technical Assistants are built-into the CWC budget.
- 2. Regular budget of individual partner agencies from the GAA.** One other source of funds that could readily be tapped are the regular budget of member and /or partner agencies and organizations. Like any other government transaction, official requests and proposals are required from the RC/SCWC when accessing from this source.
- 3. Budget from NGOs and Private Sector Partners at both local and international levels.** Child-focused NGOs have their own sources of funds for their own advocacies while the Private Sector has, in recent years converted their traditional donor-driven reactionary projects into more pro-active and sustainable Corporate Social Responsibility (CSR) programs for their target clients. As such, both groups are willing to partner with government to widen their area of coverage so they can expand the reach of their advocacies. The partnership is usually in terms of resource sharing, both financial resource and manpower expertise.
- 4. Funding Assistance from International, Bilateral and Multilateral funding agencies.** Like the local NGOs, international organizations working through bilateral or multilateral agreements have provisions for funding assistance to advance their respective advocacies. They have a built-in mechanism to channel their assistance through government and monitor the implementation of activities agreed upon for that assistance. Examples of multilateral funding agencies are UNICEF, UNFPA, UNDP, WHO, ILO, etc. The bilateral funding agencies are the agencies who work with the Philippine government through their respective government arms working in the country using agreed mechanisms and systems to channel their assistance.
- 5. Cost-sharing and convergence of agency resources for RCWC/RSCWC activities.** This system of cost-sharing has been institutionalized in some regions with RC/RSCWC members rotating to host meetings and other Committee/Sub-Committee activities.

C. Reporting Mechanism and Process

Reporting to the public on the status and results of government and non-government efforts on child rights promotion and protection is done annually at various levels of government. At the national level, the reporting system is spearheaded by the CWC Secretariat through the preparation of the Annual State of the Filipino Children Report (SOFCR). Data needed to prepare the annual SOFCR is drawn from the various submissions of the agency partners implementing the National Plan of Action for Children (NPAC). Annual SOFCRs also serve as the basis for the preparation of the Country Report periodically required by the UN CRC to

assess the extent of compliance of the country to UN CRC provisions and commitments. These reports are shared not only to stakeholders working within the country but also globally for information, fund sourcing and technical sharing of expertise.

With guidance from the RC/SCWCs, the Local Chief Executives are also enjoined to make their respective Annual State of the Children Report in their respective LGUs for information and advocacy purposes.

The monitoring and reporting of the NPAC will proceed with data collection at various implementing levels: local, regional and national levels. These collected data are consolidated, validated and analyzed at the level of the Local and Regional Committees/Sub-Committees for the Welfare of Children (LCPCs and RC/SCWCs) prior to submission to the CWC Secretariat for national compilation, consolidation, analysis and interpretation. (See Annex O, Monitoring Forms for RC/SCWC.)

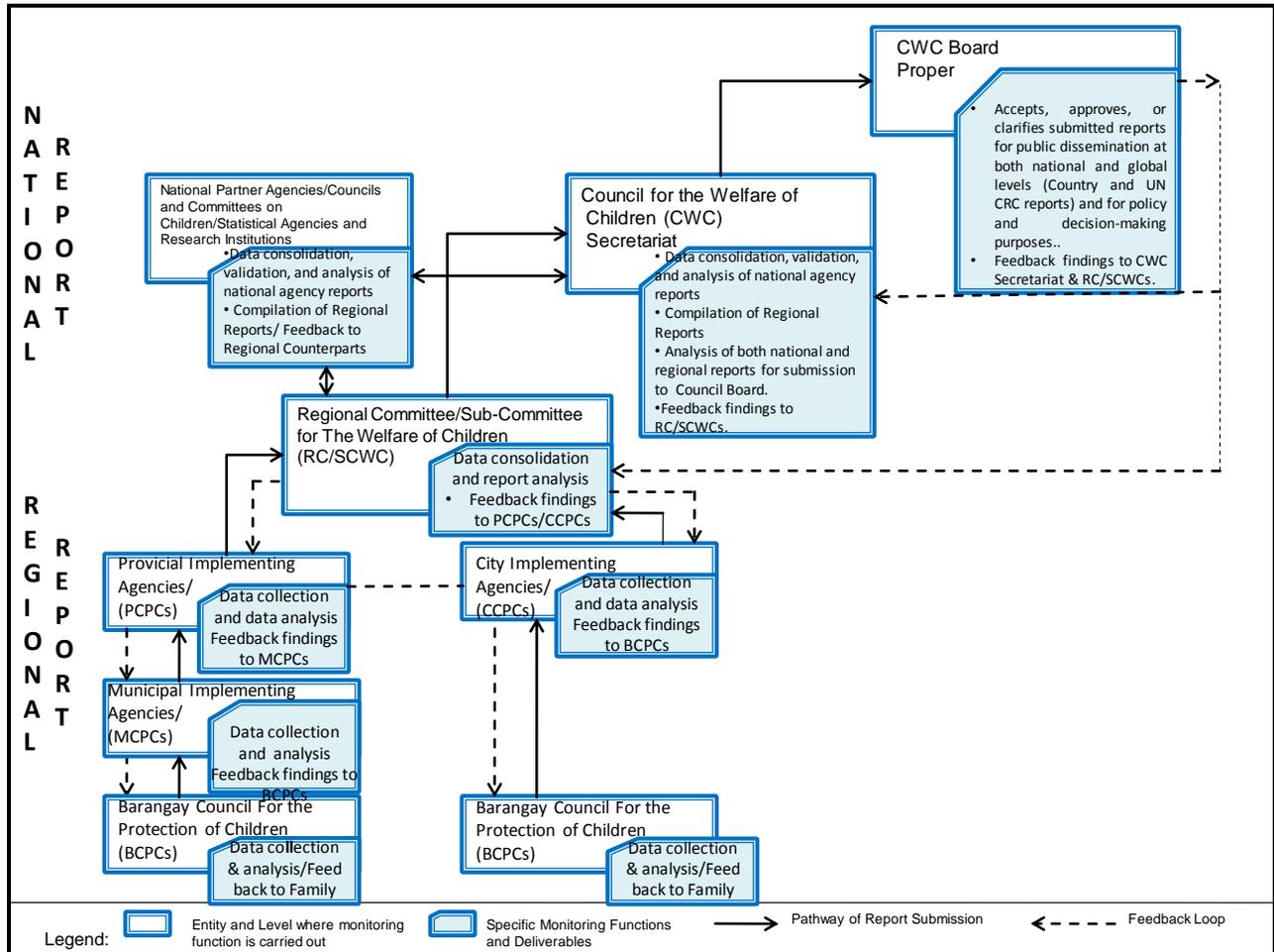
Consultations and feedback mechanisms will be initiated by CWC for the finalization of the annual NPAC implementation report to serve as inputs in the preparation of the Annual SOFCR which in turn serves as the country input to the UN CRC Compliance Report.

To prepare for this comprehensive annual report, the CWC as a Council meets regularly to get updates from its national and sub-national counterparts, the LCPCs and the RC/SCWCs on the progress of programs and projects initiated to achieve the goals and targets of the NPAC.

The Communication Team of the CWC Secretariat likewise makes use of reports submitted in the preparation of press releases or status reports required by the Council or by interested parties in country or out of the country.

Figure 2 below presents in a single-paged diagram the monitoring process and the reporting flow from data source to information user and sharer. The diagram shows both the entity doing the data generation, collection, consolidation, analysis and synthesis and the functions per entity as well as deliverables per entity.

Figure 2: Monitoring Process and Reporting Flow



D. Referral System

The RC/SCWC will respond to cases referred to it from the various LCPCs, member-agencies, NGOs and private individuals or organizations. Cognizant of the fact that almost all committees, councils, individual organizations and agencies have their own built-in referral systems and protocols for handling violations committed against their respective sector-specific client groups, the RC/SCWC will accept cases referred to it for resolution and appropriate action by anyone of these groups or individuals. It will not interfere with their existing referral systems but will assist within its own capacity as a regional body working for the welfare of children.

Figure 3: Flow Of Actions Taken On Cases Referred To RCWC/RSCWC

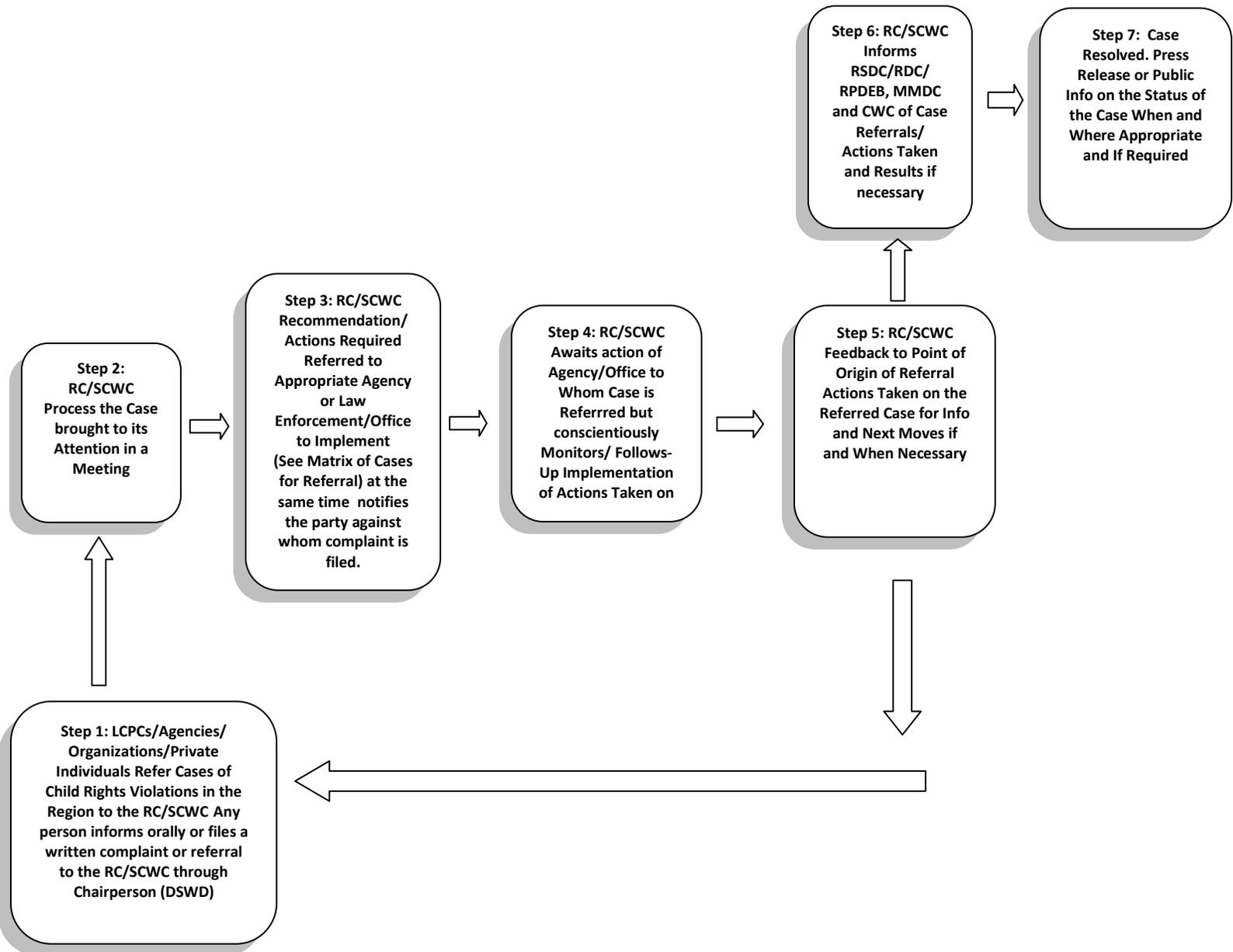


Table 2: Matrix of Cases* for Referral

Nature of Case	Appropriate Agency/ Organization to Act on the Case Referred by RC/SCWC
1. Bullying in school	Head of the school where child is enrolled
2. Bullying outside the school	BCPC Chair where incident happened or Women and Children’s Desk of the Municipality/City
3. Child Labor (All Forms)	DOLE Provincial and/or Regional Offices
4. Child Abuse/Child Exploitation (All Forms)	Local Social Welfare Office or Women and Children’s Desk of the Municipality/City
5. Child Trafficking	Local Social Welfare Office/ Women and Children’s Desk of the Municipality/City/IACAT Action Hotline 1343
6. Child Pornography	Local Social Welfare Office/ Women and Children’s Desk of the Municipality/City/PNP Patrol 117/PNP-ACG ANGELNET Tel. No. (02) 723-0401 local 5354 Telefax No. (02) 404 -5160/NBI - (02) 523 -8231 to 8238 local 3454 to 3455/DOJ – OOC – (02) 526 -2747
7. Vagrancy	Local Social Welfare Office
8. Stealing/Snatching	Local Social Welfare Office/ Women and Children’s Desk of the Municipality/City
9. Street Child	Local Social Welfare Office
10. Abandoned/Orphaned	Local Social Welfare Office
11. Rape	Local Social Welfare Office/ Women and Children’s Desk of the Municipality/City
12. Children in Situations of Armed Conflict	Local Social Welfare Office/ Women and Children’s Desk of the Municipality/City/CWC Hotline _____
13. Substance Abuse	Local Social Welfare Office/ Women and Children’s Desk of the Municipality/City
14. Murder	Local Social Welfare Office/ Women and Children’s Desk of the Municipality/City

*These are examples of cases that maybe referred to the RC/SCWC anytime by anyone. There could be others not in the list.

Conclusion and Recommendation on the Use of this Manual

This Manual is not cast on stone. While its provisions had been subjected to a series of consultation and validation meetings with different groups and levels of users, like other Manuals of Operation, it is subject to refinement and enhancement after it shall have been tried out for at least three or more years. Specifically, this first version of the RC/SCWC Manual of Operation highlights the functionality indicators that will be used to measure the performance of this Regional Body. Since this is the first time these measures are introduced, it is best to revisit them after a few years of implementation to determine their validity, reliability and effectiveness as measures of performance. The Standard Operating Procedures outlined in this document may likewise change as the members’ technical and coordination skills are sharpened over time, and as processes get more and more systematized with

advancement in technology. As a first attempt, however, it is strongly recommended that its adoption and use be strictly monitored by CWC focal persons during the first three years of its implementation.

ANNEXURES

List of Annexures

- A. Summary of the United Nations Convention on the Rights of the Child (UN CRC)**
- B. Inventory of Children's Laws**
- C. Legal Bases of the RC/SCWC**
 - C -1 Executive Order 233**
 - C-2 Revised Guidelines on the Organization and Reorganization of Regional/ Local Sub-Committees for the Welfare of Children**
 - C-3 Joint Resolution of NEDA and DSWD Regional Offices Re Organization of RC/SCWC**
 - C-4 Terms of Reference (TOR) Creating the RCWC of NCR**
- D. Memorandum of Agreement Among Members of the Convergence of Councils and Committees on Children (Four Cs)**
- E. Sample of an Agency Child Protection Policy**
- F. Sample of Highlights of Agreements in a Committee Meeting**
- G. Sample of a Report on Status of Agreements in a Committee Meeting**
- H. Sample of Summary of Actions Taken on CPC 6 Major Strategies**
- I. DILG Memo Circular 2012 -120 on the Allocation of one percent (1%) Internal Revenue Allotment for the Strengthening and Implementation of the Programs, Projects and Activities of the Local Councils for the Protection of Children (LCPCs) per Section 15 of RA 9344**
- J. Sample of a Local State of the Children Report (LSCR)**
- K. Sample of a Local Code for Children (LCC)**
- L. Sample of a Local Ordinance on Children**
- M. Checklist of Indicators on LCPC Functionality Per DILG MC 2008 - 126**
- N. Management Guidelines for the Search for Presidential Awards for Child-Friendly Cities and Municipalities**
- O. Reporting Forms of RC/SCWC**
- P. Acronyms**
- Q. Directory of CWC/RCWC/RSCWC Chairpersons and Focal Persons with Contact Numbers**